

Friday April 15, 2022

Request for Proposal (RFP) – Secondary Method

Notice to Prospective Proposers

Solicitation No. RFP #CV21-136

Volunteer Infrastructure

State of California



Office of the Governor

1400 10th Street, 2nd Floor
Sacramento, CA 95814

The Office of Planning and Research / California Volunteers (CV) invites you to review and respond to the Request For Proposal (RFP) – Secondary Method, Solicitation #CV21-136, titled, "Volunteer Infrastructure". In submitting your proposal, you must comply with the instructions found herein.

This RFP is published online in the California State Contracts Register (CSCR). To view and ensure receipt of any addenda to this RFP that may be issued, interested parties are encouraged to register online at Cal eProcure.

The CV deadline for receipt of proposals is **Friday, May 6, 2022, at exactly 5:00:00 PM [five o'clock, zero minutes, and zero seconds] Pacific Daylight Time (PDT)**. Any proposals received after the deadline will not be accepted. Proposal submissions must be submitted electronically by e-mail only. Proposals must have the RFP number in the subject line and be submitted electronically only to the following e-mail address:

Procurement@californiavolunteers.ca.gov

In the opinion of CV, this RFP is complete and without need of explanation. However, if you have questions, notice any discrepancies or inconsistencies, or need any clarifying information, send an e-mail to the address listed below. All questions must be submitted in accordance with the RFP instructions contained herein and sent via e-mail directly to the below listed e-mail address and not through the Cal eProcure system.

Contact: California Volunteers Procurement Staff

E-mail: Procurement@californiavolunteers.ca.gov

NOTE This solicitation does not require Small Business (SB) participation, nor does it require Disabled Veteran Business Enterprise (DVBE) participation. However, it is strongly desired that proposers have SB or DVBE participation. Proposals that have SB or DVBE participation can receive preference and incentive bumps in their scores. See the bottom of page 24 on Socio-Economic and Preference Programs for more information on these programs.

We appreciate your interest in this project and hope that you respond to this RFP.

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BACKGROUND:

The Office of Planning and Research /California Volunteers is the state office tasked with engaging Californians in service, volunteering and civic action to tackle the State's most pressing challenges while lifting up all communities. California Volunteers (CV) administers the AmeriCorps portfolio in California with over 80 programs providing critical services to more than 160,000 Californians annually. Led by the state's Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

PURPOSE:

Through this RFP open competitive solicitation process, California Volunteers (CV) will identify Proposers who will be the Grantee. A maximum amount of up to \$680,000 is available for the duration of the contract period (June 6, 2022 to May 15, 2023) to support this investment.

The State of California has authorized California Volunteers, Office of the Governor to annually provide contractual dollars to support volunteer generation and engagement. A total of \$680,000 is available for Fiscal Year 21/22 to further build a statewide infrastructure to increase volunteer engagement and support #CaliforniansForAll, Governor Newsom's call to service.

Launched in April 2020, in response to COVID-19, #CaliforniansForAll has grown to encompass California Volunteers' unique approach to mobilizing all Californians to support their communities, whether through service-oriented careers, terms of service, organized volunteering, or individual action. Since April 2020, more than 317,000 people have joined #CaliforniansForAll and connected with over 61,000 volunteer opportunities ranging from food insecurity to education to climate action to vaccine related efforts.

In addition to the #CaliforniansForAll members, volunteers signed up to support their communities through other entities, such as local jurisdictions, faith-based organizations, community-based organizations, and volunteer centers. This RFA builds on this mass engagement over the last two years to create an ongoing opportunity to support state priorities, such as disaster response and climate action.

GOALS OF THIS PROJECT

The goal is to continue to build local volunteer cadres through Volunteer and/or Neighbor-to-Neighbor climate action and disaster projects. The objectives are:

- To continue engaging volunteers across certain geographic areas willing to serve a defined amount of time per year.
- To ensure volunteers are a diverse group of individuals representing the communities being served, including historically underserved neighborhoods.
- To provide volunteers with opportunities to assist in disaster services/preparedness and climate action.
- To train volunteers for general disaster services as a baseline of skills.
- To develop an esprit de corps at the local level while California Volunteers develops a team environment under #CaliforniansForAll at the state level in coordination with the proposers.

Target geographic regions include:

- Los Angeles County
- City of Oakland
- City of San Jose
- Butte and surrounding North State Counties
- Inland Empire (San Bernardino + Riverside Counties)
- Fresno/Central Valley
- City of San Diego
- Tribal Communities (anywhere in CA)

AUTHORITY

The state general fund will be used to fund this service contract. These funds were made available to California Volunteers through an investment by the Governor and the Legislature. Applicants awarded contracts through this program will be required to submit monthly, quarterly, and annual reports on expenditures and various performance measures identified.

No work shall begin until the contract agreement has been reviewed and approved by the Department of General Services, Office of Legal Services (DGS-OLS), and the contract manager has notified the contractor that work may begin.

Work will continue through May 15, 2023.

BIDDER ADMONISHMENT

This RFP is being conducted under the policies & procedures developed by the State of California's Department of General Services as provided under Public Contract Code Section 12102 et seq. This RFP contains the instructions governing the requirements for a firm quotation to be submitted by interested bidders. The format that bid information is to be submitted and the material to be included therein follows. This RFP also addresses the requirements that bidders must meet to be eligible for consideration, as well as addressing bidders' responsibilities before and after installation.

SCOPE OF WORK AND PROPOSAL:

Proposers will organize 3-4 volunteer climate projects in their geographic area that fall under California Climate Action Corps' 3 focus areas of Urban Greening, Organic Waste and Edible Food Recovery, and Wildfire Resiliency. Proposers can engage their current volunteer cadre while also growing their cadre by at least 5% through the creation of climate action projects that meet local community needs, within our three focus areas.

Two Options are available under this RFP:

1a.) Organize a minimum of 3-4 volunteer and/or Neighbor-to-Neighbor climate action projects that engage volunteers/individuals. At least one of the climate action volunteer projects will be a high-profile event, co-led with California Volunteers, the local cadre organization, and other local climate-focused organizations.

- For contracts from \$50,000 to \$75,000: at least 800-1,000 volunteers should be engaged
- For contracts from \$75,000 to \$100,000: at least 1,000-1,500 volunteers should be engaged
- For contracts from \$100,001 to \$200,000: at least 2,000 – 2,500 volunteers should be engaged

Neighbor-to-Neighbor projects are defined as projects that engage individuals on a neighborhood or block level, typically organized with local neighborhood leaders and/or groups.

Volunteer projects are defined as projects that engage individual and/or group volunteers within one or more of the specified geographic regions to accomplish a defined activity within a defined community. These projects can also be organized

in conjunction with local schools, non-profits, local government, company and/or other volunteer groups.

Climate action project design should achieve the following:

- Maximize community interest and engagement in climate action that addresses community needs using evidence-based strategies for climate engagement.
- Educate the community on the importance of taking local climate action to ensure participants understand the opportunities for and impact of their collective actions.
- Implement a direct climate action project within the local community. Projects that encourage ongoing activity and community engagement are of keen interest.
- Neighbor-to-Neighbor projects could include identifying Neighborhood Leaders that are motivated to lead their block and wider neighborhood in taking climate action. Preferred actions include:
 - Local Tree Planting
 - Collecting and donating unused food and other edible food waste recovery projects
 - Starting a local composting co-op
 - Protecting homes and neighborhoods from wildfires
- Support recruitment and mobilization of volunteers to attend high-profile events co-branded and co-led by California Volunteers, the local cadre organization, and local climate-focused organizations.
 - Local cadres will support recruitment by utilizing their existing volunteer base as well as new volunteers organized for climate projects to sign-up and attend at least 1 high profile event in their region.
 - High profile events are open to the public and engage elected officials, corporate, and other group partners.
- Implement a community outreach strategy that educates the community on the importance of and opportunities for taking local action, such as registering to become a California Climate Action Corps volunteer.

Additional Criteria

- All volunteer or Neighbor 2 Neighbor projects are to be co-branded as part of the [California Climate Action Corps](#).
- All participating volunteers are asked to register as a [Climate Action Corps Volunteer](#).

1b.) In addition to the climate projects, proposers are asked to also build or maintain capacity to respond to disasters, which may include the following:

1. Identifying volunteers in their cadre who are interested in deploying to disaster operations. Specialty areas that are common needs in a disaster operation are:
 - a. General Volunteers to help with Mass Care.
 - b. Mental health counselors.
 - c. Certified to work with animals.
 2. Attend free trainings provided by appropriate government and non-profit partners, such as [CalOES](#) and [FEMA](#), who have specialized training programs in the following categories:
 - a. Mass care and shelter,
 - b. Managing a Volunteer Reception Center,
 - c. Managing spontaneous volunteers during a disaster,
 - d. Managing donations during a disaster,
 - e. Disability etiquette during disasters, and or
 - f. Standard Emergency Management System.
 3. Training and empowering other organizations and neighborhood leaders to build disaster preparedness and response capacity.
 4. Offering trained volunteers the opportunity to deploy to disasters when requested by CV. If interested in deploying volunteers to disasters, the following is necessary:
 - a. All disaster volunteers deployed may be asked to have a background check prior to deployment.
 - b. Creating and maintaining systems to track and send information to CV on volunteer skillsets, trainings attended, security clearance, and disaster experience.
 - c. Participation in after action reports post deployment.
- 2) Up to \$100,000 to fund micro projects is designed to support implementation of community climate action projects that are designed, proposed, and coordinated by **AmeriCorps members in California**. Projects should provide members with leadership experience, fill a community climate need, engage volunteers, and build esprit de corps among AmeriCorps members. Proposers must create a process to evaluate and approve proposed projects in partnership with California Volunteers, support implementation, administer project support funds, and track expenses and project outcomes.

California Volunteers is releasing this RFP solicitation for local governments, tribes, nonprofits, or schools to develop and implement an innovative, effective strategy to meet community needs through one or more of the disaster and climate action goals outlined above. The innovation must demonstrate a responsibility for planning, guiding, and delivering against work plan outcomes.

Contract Award: Up to \$100,000

Implementation Areas of Support

Staffing

- Assign or hire a Volunteer Coordinator to manage the development and management of the Volunteer Cadre.

Communications

- Media/Social Media campaign using California Climate Action Corps branding to recruit volunteers and maintain awareness in the community of the impact the cadre is having.

Data Collection & Thought Partnership

- Data collection system to report on defined metrics.
- Collaboration with California Volunteers on common volunteer initiatives

Technical

- Ability to develop and deliver training.
- Volunteer management capability.
- Effective recruitment, retention, and recognition practices.

Metrics

California Volunteers will work with proposers to gather data for the following metrics. California Volunteers will provide each proposer with a template to input data into for ease of use and tracking. Proposer data should be provided to California Volunteers quarterly. Proposers may be asked follow-up questions related to data provided. Quarterly report due dates:

- Reporting period: July - September 2022 due October 31, 2022
- Reporting period: October - December 2022 due January 31, 2023
- Reporting period: January - March 2023 due April 30, 2023
- Reporting period: April - June 2023 due July 31, 2023

Outlined Metrics

Tier 1: Who is participating, applying and their locations

Events

- Locations to host events
- Total # event volunteers
- # cities/counties with events

Cadres

- Locations to engage cadres
- # Cadre volunteers
- # Active cadres
- # Disaster Volunteers

N2N

- # of Californians who express interest in N2N
- # of Neighborhood leaders
- Locations of neighborhood leaders
- # Neighborhoods engaged

Tier 2: Program Outputs

Events

- Number of high-profile events by county
- Number of Community Based Organizations involved in events
- Number of Cities involved in events
- Total # climate events led by members (planting, maintaining, or giving away trees; home hardening events; food and organic waste diversion events; restoration, wildfire, or gardening events; events treating land for wildfire, restoration or resiliency)
- # Host sites funded to create events
- # Volunteers mobilized by members to engage in climate events (planting, maintaining, or giving away trees; home hardening events; food and organic waste diversion events; restoration, wildfire, or gardening events; events treating land for wildfire, restoration or resiliency).

Cadres

- # Californians mobilized by cadre members to support disaster recovery
- # Californians mobilized by cadre members to provide pandemic-related assistance
- # Californians mobilized by cadre members to provide Californians with emergency preparedness education, including COVID education and resources

N2N

- # Events facilitated by neighborhood leaders
- # Volunteers mobilized by neighborhood leaders to engage in individual actions

Tier 3 Climate Outputs and Outcomes

Proposers shall identify metrics in their proposal on how they will report climate outputs and outcomes.

Example of climate outputs include:

- # Trees Planted
- #Food or Organic Waste Diverted
- # Acres treated for wildfire, restoration, or resilience
- # of Composts Started
- # People engaged through outreach and education

Program outcomes are metrics that show how the funding and increased volunteer engagement led to meeting a climate goal or increasing climate activity.

Examples include:

- Increased trees planted by x %.
- Increased number of homes treated for wildfire risk by x %,

DELIVERABLES TIMELINE (*subject to change)

Tasks/Deliverables	Estimated Timeframe
Start of Contract	June 6, 2022
Submit Project Plan	July 31, 2022
Attendance at quarterly meetings with CV	July 15, 2022, Oct 15, 2022, Jan 15, 2023 April 15, 2023
Submit Quarterly Reports	Oct 31, 2022 Jan 31, 2023 April 30, 2023 July 31, 2023
End of Contract	May 15, 2023

Minimum Qualifications

The Proposer should include the minimum qualifications of your firm/agency to perform the scope of work for the contract:

- A description of your experience organizing volunteer projects, particularly in climate action.
- Names and brief bios of the staff who will lead the effort, particularly providing their expertise and relevant academic preparation and professional qualifications
 - Including identify the lead project manager for the team and outline how they will communicate and coordinate with CV staff
 - A description of how your internal team is organized and managed
- Examples of previous volunteer events you organized, particularly in climate action.
- Experience designing culturally competent volunteer projects.
- Ability to identify and support volunteers interested in deploying to disaster operations.
- **Subcontractor/Vendor Plan:** If your agency does not have the full-service capabilities in-house, describe the subcontractors/vendors you will use, including but not limited to the name of the agency/ agencies, why you are proposing them, what their role will be and how you plan to work with them through the development and execution of the campaign.

NOTE: The Proposer will work with external partners if and as needed to meet and satisfy any parts of the scope of work listed.

Additional Requirements and Reporting

In addition to the above activities, the Proposer will work closely with California Volunteers' lead project supervisor to discuss priorities, timelines, outcomes, and deliverables.

COST SECTION

The cost section will consist of the following:

- Basic Content
 - Attachment 13: Contractor Cost Sheet
- General Instructions
 - Complete the entire Contractor Cost Sheet
 - When completing the Contractor Cost Sheet, include all estimated costs to perform the services for the entire term, including applicable annual rate adjustments attributable to merit increases, profit margins, and inflation or cost of living instructions.
- All unit rates/costs, if any (i.e. square footage, salary rates/ranges, fully loaded hourly rates, etc.) must be multiplied out and totaled for each budget period.
- Please record costs using whole dollars only. Round fractional amounts of cents to the nearest whole dollar amount.

- When completing the Contractor Cost Sheet, Proposers may create like images or computerized reproductions of the forms included in this RFP. Use as many pages as are necessary to display the detailed budgeted costs. The Contractor Cost Sheet (Attachment 13) included in this RFP is not intended to dictate specific costs but are intended to show the required format for proposed budget detail.
- Cost Sheet (Attachment 13) included in this RFP is not intended to dictate specific costs but are intended to show the required format for proposed budget detail.
- Identify the projected detailed expenses for each line item identified below.
 - Personnel
 - Fringe Benefits
 - Operating Expenses
 - Travel Costs (based on CalHR travel and per diem rates found here: [CalHR Website](#))

NOTE: Tips, gratuities, stipends, honorariums, gifts, gift cards, food and drinks for events are considered a gift of public funds and are not allowable expenses. DO NOT include these items in the proposed budget.

Tasks/Deliverables	Estimated Timeframe
Start of Contract	June 6, 2022
End of Contract	May 15, 2023

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KEY ACTION DATES

Below is the time schedule for this RFP. California Volunteers reserves the right to modify or cancel the RFP and/or change dates and times at its sole discretion, prior to the date fixed for submission of Proposals, by the issuance of an addendum that will be posted in the California eProcure system of the State of California at: [Cal eProcure](#). Any questions regarding the RFP can be emailed to procurement@californiavolunteers.ca.gov during the time period identified below in the Key Action Dates table. These dates are estimated and subject to change.

<u>Event</u>	<u>Date</u>
RFP Release	April 15, 2022
RFP Question & Answer (Q&A) Period Open	April 15, 2022 – April 29, 2022
Deadline to submit email questions on the RFP	April 22, 2022, 11:59 PM PDT
Optional Q & A Proposal Webinar*	April 25, 2022 at 2:00 PM PDT
RFP Q&A Responses Released	May 3, 2022
Deadline for Proposals to be Received by CV	May 6, 2022 5:00 PM PDT
Proposals Opening, Evaluation and Scoring	May 13, 2022
Notice of Intent to Award (posted for 5 business days)	May 16, 2022 - May 23, 2022
DGS Review and Approval (approx. 10 business days)	May 23, 2022 – June 6, 2022

*This Optional Q & A Webinar will be held via Zoom, details below.

Anticipated start date is contingent upon California Volunteers and Proposers agreement of final contract terms, and upon contract approval from the California Department of General Services (DGS) if necessary.

OPTIONAL Q & A WEBINAR FOR THIS RFP

There will be one Proposal Webinar related to answering questions on the RFP on Monday, April 25, 2022. During the webinar, California Volunteers staff will walk through the key components of the RFP and respond to questions. Participation in this meeting is optional but encouraged. The Proposal Webinar will be held through Zoom and conference call at the date and time listed below.

Monday, April 25, 2022, at 2:00 PM PDT

Remote Attendance

You may participate in this meeting through Zoom, California Volunteers online meeting service. Presentations will appear on your computer screen, and you may listen to audio via your computer or telephone. Please be aware that the meeting may be recorded.

Register in advance for this meeting:

<https://governorca.zoom.us/j/89539716391?pwd=SU9TT3E4ZUFnT0xldXB2OXBYb1JWZz09>

After registering, you will receive a confirmation email containing information about joining the meeting.

Questions About this Request for Proposals

During the solicitation process, questions or clarifications about this solicitation must be directed to California Volunteers Staff. You may ask questions at the Proposal Webinar and/or via email at Procurement@californiavolunteers.ca.gov.

All email questions about this solicitation must be received by 11:59 PM PDT on the date listed in the Key Action Dates table earlier in this solicitation.

The recorded video will be post under RFP #CV21-136 at:

<https://www.californiavolunteers.ca.gov/grants/>. An addendum will be made on the California eProcure solicitation to include the Q&A document and a notification of the video link to the CV Grants & Funding page.

Any verbal communication with a California Volunteers employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation. Therefore, all communication should be directed in writing to California Volunteers staff.

All questions and/or concerns about the webinar should be directed to:

Email: Procurement@californiavolunteers.ca.gov

The subject line of the email must have the RFP solicitation number.

PROPOSAL NARRATIVE INSTRUCTIONS & SELECTION PROCESS

Administrative Evaluation (Pass/Fail)

During the Administrative Requirements Evaluation, California Volunteers will determine whether the Proposer meets the Minimum Qualifications and is therefore responsible. Only the proposals submitted by responsible Proposers will be evaluated in subsequent Phases. Each proposal will be checked for completeness of all required information and to ensure that the Proposer meets the Minimum Qualifications in conformance with the submission requirements. If the Bidder Declaration form is absent from the proposal submission, the proposal will not pass the administrative evaluation and will not proceed to further scoring. Proposers must ensure that they have included all required attachments.

During this Administrative Evaluation, if an item is unclear or needs further clarification, Proposers may be requested to provide additional clarification and/or documentation, with the exception of the Bidder's Declaration form; this form cannot be submitted after the proposal due date and time as this has the potential to affect the scoring of the evaluation. If the Bidder's Declaration form is not provided, the proposal will be deemed non-responsive for the material deviation and will not continue in the evaluation process. The Minimum Qualifications will be scored on a pass/fail basis.

Those who meet the Minimum Qualifications will move on to the Technical Evaluation.

Technical Points (100 points total possible)

The Technical scoring of proposals will measure against the Work Plan (addressing the Proposer Qualifications). A minimum of 80 points must be achieved in this phase to be considered responsive.

Rating/Scoring Criteria	Scoring
<p>An overview of the Proposing organization, including but not limited to response to Proposer Qualifications listed below:</p> <ul style="list-style-type: none"> a) Identify the lead Project Manager for your team and outline how that person will ensure strong communication and coordination with CV staff, as well as with our college and university partners b) Describe how your internal team is organized and managed to ensure timely delivery of high-quality project deliverables c) Experience designing culturally competent volunteer projects d) Subcontractor/Vendor Plan: If your agency does not have the full-service capabilities in-house, describe the subcontractors/vendors you will use, including but not limited to the name of the agency/agencies, why you are proposing them, what their role will be and 	<p>TOTAL: 25 points</p>

how you plan to work with them through the development and execution of the evaluation	
<p>1) Work Plan & Response to the Scope of Work: Identification of each major task, timeline, and specific milestones by which progress can be measured and payments made, as identified previously in the Scope of Work.</p> <p>a) Include a work plan with calendar and description of each volunteer project. Please describe volunteer project goal and strategy, location, type of activity, community impacted, estimated number of volunteers and volunteer recruitment plan.</p> <p>b) If proposal is for supporting AmeriCorps organized volunteer projects, please describe the process for educating AmeriCorps members on the availability of funds, process to apply for the funds, process to distribute the funds and ensure volunteer activity completion.</p> <p>c) Workplan includes how Tier 1 and 2 metrics will be collected and reported.</p> <p>d) Workplan defines Tier 3 metrics.</p> <p>e) Workplan to identify interested individuals for disaster operations per scope of work.</p> <p>f) Identify potential challenges to carrying out the proposed work plan and strategies to address these challenges</p> <p>g) Experience organizing volunteer projects.</p> <p>h) Provide 2-3 samples of previous reports or publications that demonstrate your ability to clearly and concisely communicate evaluation findings to a non-technical audience <i>[Provide web links or attachments; these do NOT count toward the page limit]</i>.</p>	TOTAL: 50 points
<p>3) A list of all personnel who will be working on the project including their titles and job descriptions and resumes, and including response to Proposer Qualifications listed below:</p> <p>a) Names and brief bios of the staff who will lead this effort, focusing on relevant academic preparation and professional qualifications to meet the requirements of this project</p> <p>b) Brief summaries of one or more previous evaluation projects these researchers have undertaken focused on higher education, national service, civic engagement, youth leadership development, including any experience working with first generation and/or low income students.</p>	TOTAL: 25 Points

The Total Technical Proposal score is calculated as follows (this is an example only):

Proposer 1 87 points
Proposer 2 90 points
Proposer 3 80 points

Cost/Budget Points (30 points total possible)

Proposers may receive a maximum of 30 cost points. This criterion allows staff to evaluate and compare the budgets of each proposal relative to those of its competitors. The budgeted amount is the maximum allowable amount for this contract in accordance with the State Contracting Manual, Vol. 1, Section 5.25. Each proposer must have completed and submitted Attachment 13, Contractor Cost Sheet. Any proposals submitted that are over the expected expenditure/budgeted amount will be disqualified.

Each Proposer's cost score will be calculated based on the ratio of the lowest cost proposal to the Proposer's cost, multiplied by the maximum number of cost points available, as shown in the calculation below:

$$\frac{(\text{Lowest Total Cost Proposal}) \times (30 \text{ Total Cost Points Possible})}{\div \text{Proposer Total Cost}}$$

Example: To help illustrate this process, refer to table below, for an example of the cost score calculation process. Cost figures in the example below explain the calculations and have no other significance. Cost points with a decimal value, will be calculated up to two values after the decimal and will be rounded up or down to the nearest hundredth. If there are three or more values after the decimal, the thousandths values of '5' and over will be rounded up, and values with '4' and under will be rounded down. For example, if the cost point total came out to be 44.5678 it will be rounded up become 44.57. If the total came out to be 44.5648 it will be rounded down to become 44.56.

Cost Evaluation (25 Points Possible)

PROPOSER	TOTAL COST	CALCULATION	COST POINTS AWARDED
1	\$35,000	$\frac{35,000 \times 30}{35,000}$	30
2	\$45,000	$\frac{35,000 \times 30}{45,000}$	23.33
3	\$45,749	$\frac{35,000 \times 25}{45,749}$	22.95

Final Scoring Methodology

PROPOSER	TECHNICAL SCORE (OUT OF 100)	COST SCORE (OUT OF 30)	TOTAL POINTS
1	87	30	117
2	90	23.33	113.33
3	80	22.95	102.95

In this case the highest scored proposal is from Proposer 1, and Proposer 1 would be the intended awardee.

SUBMISSION OF PROPOSALS

- a. Proposals should provide straightforward and concise descriptions of the Proposer's ability to satisfy the requirements of this RFP. The Proposals must be complete and accurate. Omissions, inaccuracies or misstatements may be cause for rejection of a Proposals.
- b. Proposals should be emailed to Procurement@californiavolunteers.ca.gov. ***The email must have the RFP number in the subject line and the file must be titled with the RFP number and Proposer name (For example: CV21-114-PROPOSER Name).***
- c. Hand delivered and mailed Proposals are **not** allowed.
- d. Proposals must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a Proposals to be rejected.
- e. A Proposer may modify a Proposal after its submission by withdrawing its original Proposals and resubmitting a new Proposals prior to the Proposals submission deadline as set forth in the Key Action Dates. Proposal modifications offered in any other manner, oral or written, will not be considered.
- f. A Proposer may withdraw its Proposals by submitting a written withdrawal request to the State, signed by the Proposer or an authorized agent. A Proposer may thereafter submit a new Proposals prior to the Proposals submission deadline. Proposals may not be withdrawn without cause subsequent to Proposal submission deadline.
- g. The awarding agency may modify the RFP prior to the date fixed for submission of Proposals by the issuance of an addendum to all parties who received a proposal package.
- h. More than one Proposals from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.
- i. No oral understanding or agreement shall be binding on either party.

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AWARD AND PROTEST

The scores for each criterion, based on the above rubric are added to get a final Proposals score. The Proposals receiving the highest score will be awarded the contract. Each bidder will be notified thereafter. Notice of the contract award will be given to each Proposer and will be posted for a period of five (5) business days at www.CaliforniaVolunteers.ca.gov.

If a Proposer feels that the competition or award did not follow State law, a protest may be filed in writing with California Volunteers within 24-hour period (excluding Saturday, Sunday, and legal holidays) following the Notice of Intent to Award posting on (05/16/2022) at the address stated on cover page of this RFP. Within 5 days after filing the protest, the protesting Proposer shall file with California Volunteers a full and complete written statement specifying the grounds for the protest. The bidder/protester must provide relevant facts and evidence to support their claim that includes citing pertinent laws, rules, regulations or procedures on which the protest is based. CV will stop any further action of the proposed contract award until resolution of the protest proposed award has occurred.

PROPOSAL REJECTION

- a. Proposals must be submitted for the performance of all the services, as described herein. Any material deviation from the RFP will not be considered and shall cause a proposal to be rejected.
- b. Proposals must be complete in all respects as required by the RFP. A proposal shall be rejected if it is conditional or incomplete, if it contains any alterations of form, or other irregularities of any kind. The State does not accept alternate contract language from a prospective Contractor. A proposal with such language will be considered a counterproposal and will be rejected.
- c. The State reserves the right to reject any or all proposals for any reason. The State may reject any or all proposals and may waive any deviation deemed immaterial in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements, if awarded the agreement. All deviations will be examined to determine whether the deviation is immaterial (e.g., errors in mathematical computation or spelling). A material deviation shall cause rejection of the proposal. A proposal shall be rejected if any such defect or irregularity constitutes a material deviation from the RFP requirements. If a deviation is deemed immaterial, then the proposal may be processed as if no deviation has occurred.
- d. Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the proposal, may be rejected. If, in the opinion of the State, such information was intended to mislead the State in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of this RFP, it will be the basis for rejection of the proposal.

- e. Proposals received past the date and time specified in *the Key Action Dates Table* will be deemed non-responsive and rejected. Under no circumstances will any proposals be accepted past the date and time stated. All such proposals received past the date and time will not be accepted and will be returned to the proposer unopened. The time of receipt is the time stamp on the email received by CV's server so proposers should submit proposals as early as possible prior to the deadline.

SELECTION

- a. CV staff will review all eligible proposals to determine which ones meet the format and minimum qualifications requirements specified in the RFP.
- b. Those proposals that meet the format requirements shall then be submitted to an agency evaluation committee. The evaluation committee will evaluate and score proposals using the methods specified in the RFP. The contract must be awarded to the responsible proposer whose proposal is given the highest score by an evaluation committee.
- c. Award shall be made to the highest scoring responsive and responsible bidder based on:
 - Qualifications,
 - Technical Proposal,
 - Cost Proposal and
 - Preference and Incentive Programs.
- d. If no proposals are received offering a price that in the opinion of the CV is reasonable, CV is not required to award an Agreement (Public Contract Code, Section 10344 (d)).
- e. The prospective Contractor is advised that this RFP should result in an award of an Agreement, the Agreement will not be in force and no work shall be performed until the Agreement is fully approved by the Department of General Services and the Contractor is notified by the Contract Manager to begin work.
- f. The contract shall be signed by the selected proposer and returned within ten (10) working days of receipt. If the selected proposer refuses or fails to execute the contract, CV may award the contract to the second highest scoring proposer.

STANDARD CONDITIONS OF SERVICE

Please note the following conditions if an Agreement will be made for your proposal:

- a. Service shall be available no sooner than the date set by CV and the Contractor, after all approvals have been obtained and the Agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, CV, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's proposal price and the actual cost of performing work by the second responsive and responsible proposer or by another Contractor.
- b. All performance under the Agreement shall be completed on or before the termination date of the Agreement.

- c. The State does not accept alternate Agreement language from a prospective Contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC 04/2017) are not negotiable. The General Terms and Conditions GTC 04/2017 may be viewed at Internet site: [DGS Office of Legal Services](#)
- d. The State does not negotiate rates and/or costs listed on any cost proposal submitted.
- e. No oral understanding or agreement shall be binding on either party

POST AWARD REQUIREMENTS

Prior to execution of the contract and at CV's sole discretion, the selected Proposer must comply with the following in a manner acceptable to CV:

- a. If the Contractor refuses or fails to execute the contract, then CV may award the contract to the next ranking proposer. Contract shall be signed by the Contractor and returned within ten (10) calendar days of receipt. Due to time sensitivity matters in relation to the nature of the work, CV is requesting the Contractor sign and return the agreement to CV as soon as possible.
- b. Within ten (10) working days of award of the contract, Contractor must supply CV with all required documents to be reviewed and approved by DGS.
- c. Failure to comply with any post-award requirements may result in cancellation of the award. In that event, CV reserves the right to award the contract to the next ranking bidder.

PROPOSER RESPONSIBILITIES

- a. Notice of the intent to award will be posted in a public place in the lobby on the 1st Floor of the Office of Planning and Research building at 1400 Tenth Street, Sacramento, California 95814 for five (5) business days prior to awarding the Agreement.
- b. In addition to the public posting at the above-mentioned location, the notice will simultaneously be posted online for the same five (5) business days on the Cal eProcure webpage for this solicitation.
- c. Proposers have the right to protest the proposed award subject to the following processes and procedures.
- d. Proposers may protest by filing a notice of protest with SGC and the Department of General Services, Office of Legal Services. The Agreement(s) shall not be awarded until either the protest has been withdrawn or the State has decided the matter.
- e. Protest notices should contain full contact information, including a fax number, and must be filed with both offices listed below:

Office of Planning and Research, California Volunteers Email: Procurement@californiavolunteers.ca.gov	Department of General Services, Office of Legal Services Attention: Protest Coordinator 707 Third Street, 7 th Floor, Suite 7-330 West Sacramento, CA 95605 Phone Number: (916) 376-5080 Fax Number: (916) 376-5088
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PROPOSER RESPONSIBILITIES

- a. Proposer should carefully examine the entire RFP, with special attention to the tasks and deliverables. Proposer shall investigate obstacles that might be encountered. No additions or increases to the amount will be made due to lack of careful examination of the requirements, tasks, and/or deliverables.
- b. Before submitting a response to this RFP, Proposer should review their response, correct all errors, and confirm compliance with the RFP requirements. It is the Proposer's responsibility to complete and submit all required attachments as listed in **Attachment 1, Proposals Checklist**.
- c. Costs incurred for developing Proposals and in anticipation of award of the Agreement are entirely the responsibility of the Proposer and shall not be charged to CV.
- d. Proposer is responsible to review, read, understand, and comply in full with the State's General Terms and Conditions [GTC 04/2017](#) along with the Contractor's Certification Clauses [CCC 04/2017](#).
- e. The Proposer must provide evidence to show that members of the Proposer's project team possess the specific qualifications, competence, experience, resources, and business integrity necessary to carry out the work under the contract as expected. Examples of evidence include, but are not limited to resumes, bio sketches, letters of reference, and project summaries that highlight the team's specific experience. Proposers must complete and submit **Attachment 2, Proposer References Form**. CV staff will contact references as part of the evaluation of Proposals.

- f. The Proposer must own and operate a legitimate business. Prior to the date of Agreement award, the Proposer must be registered and in good standing with the California Secretary of State, if such registration is required by California law. Evidence of registration shall be submitted with the Proposals.
- g. In the event that any license(s) and/or permit(s) expire at any time during the term of the Agreement, Proposer agrees to provide CV a copy of the renewed license(s) and/or permit(s) within thirty (30) days following the expiration date. In the event the Proposer fails to keep in effect at all times all required license(s) and permit(s), the State may, in addition to any other remedies it may have, terminate the Agreement upon occurrence of such event.
- h. It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in section 17030 of the Business and Professions Code.
- i. The Proposer must complete, sign and submit to CV page one (1) of **Attachment 3, Payee Data Record (STD 204)**, or the form can be obtained via the internet by clicking [STD 204](#) or at [DGS Website](#). The purpose of this form is to determine if the selected Proposer is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662. No payment under this Agreement shall be made unless a completed STD 204 has been returned to CV.
- j. The Proposer must complete, sign and submit to CV page one (1) of **Attachment 4, Contractor Certification Clauses (CCC 04/2017)**, or the form can be obtained via the internet by clicking CCC 04/2017(Need new link) or at [DGS Website](#).
- k. The Proposer must complete, sign and submit to CV the **Attachment 5, California Civil Rights Laws Certification (DGS OLS 04)**, or the form can be obtained via the internet by clicking [DGS OLS 04](#) or at [DGS Website](#).
- l. The Proposer must complete, sign, and submit to CV the **Attachment 6, Darfur Contracting Act Certification**, as applicable. The form can be obtained via the internet by clicking [Darfur Contracting Act Certification](#) or at [DGS Website](#).
- m. The Proposer must complete, sign, and submit to CV the **Attachment 7, Iran Contracting Act Certification**, as applicable. The form can be obtained via the internet by clicking [Iran Contracting Act Certification](#) or at [DGS Website](#).

- n. The Proposer must complete, sign and submit to CV the **Attachment 8, Bidder Declaration (GSPD 05-105)**, or the form can be obtained via the internet by clicking [GSPD 05-105](#) or at [DGS Website](#). **PROPOSALS WILL NOT BE ACCEPTED IF THIS REQUIRED FORM IS NOT INCLUDED WITH THE PROPOSALS SUBMISSION.**
- o. The Proposer must follow the same structure as **Attachment 16, Scope of Work Template**. Please note that usage of this template for your proposal response to this solicitation is voluntary. However, your proposal must follow the same structure as this template. Proposals that are received which are unorganized and are not easy to follow may not be included in the evaluation phase.

SIGNATURE

- p. All documents requiring signatures contained in the original Proposals package must have signatures and must be signed by a person who is authorized to bind the proposing firm.
- q. Only an individual who is authorized to bind the proposing firm ("Firm") contractually shall sign the required Cover Letter for the Proposals. "Firm" is defined as the business entity. The signature must indicate the title or position that the individual holds in the Firm. An unsigned Proposals may be rejected.

DISPOSITION OF PROPOSALS

- r. Upon Proposals opening, all documents submitted in response to this RFP will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code section 6250, et seq.) and subject to review by the public. The State cannot prevent the disclosure of public documents.

SOCIO-ECONOMIC AND PREFERENCE PROGRAMS

1. Disabled Veteran Business Enterprise (DVBE) Incentive

This solicitation does not require a minimum amount of DVBE participation. However, you are strongly encouraged either to become certified, if eligible, or to subcontract a portion of the work to a certified DVBE. If a prime bidder is a certified DVBE or commits to subcontracting with DVBE(s), the bid may be eligible to receive a bid preference provided that the DVBE provides a commercially useful function as defined in California Code of Regulations, Title 2, section 1896.61(l). For evaluation purposes only, the State shall apply an incentive to bids that propose California certified DVBE participation as identified on **Attachment 8, Bidder Declaration GSPD-05-105**, and confirmed by the State. See **Attachment 9, CA DVBE Bid Incentive Instructions** for more information. Proposers claiming the DVBE incentive must

complete **Attachment 10, Disabled Veteran Business Enterprise Declarations (STD 843)**, or the form can be obtained via the internet by clicking [STD 843](#) or at [DGS Website](#). The incentive amount varies in conjunction with the percentage of DVBE participation offered. The minimum requirement is 1% with a maximum of 5% DVBE participation and the incentive will be equal to the participation offered as defined below in *Table 4: DVBE Incentive*:

Table 4: DVBE Incentive

Confirmed DVBE Participation of:	DVBE Incentive:
1% to 1.99% inclusive	1%
2% to 2.99% inclusive	2%
3% to 3.99% inclusive	3%
4% to 4.99% inclusive	4%
5% or higher	5%

Additional information can be found at:

[DGS Procurement Division Website](#)

2. Small Business (SB) Preference

This solicitation does not require a minimum amount of SB participation. However, you are strongly encouraged either to become certified, if eligible, or to subcontract a portion of the work to a certified Small Business (SB) or Micro Business (MB). This preference can apply to Small Businesses or Micro Businesses that are certified with the Department of General Services. If Proposer is claiming the 5% certified SB preference or is committing to subcontract 25% or more of their net bid price to one of more certified SB or MB, then the Proposer must list firm names on **Attachment 8 (Bidder Declaration GSPD-05-105)** and attach a copy of the certification(s).

Additional information can be found at: [DGS Procurement Division Website](#).

Questions regarding the certification approval process or the SB program should be directed to the Department of General Services, Procurement Division at (800) 559-5529 or (916) 375-4940. For the 24-Hour Recording & Mail Request call (916) 322-5060.

3. Commercially Useful Function (CUF) Documentation

All Proposers, including subcontractor(s), that are doing business with the State and are certified as a SB and/or DVBE, must perform a CUF and shall meet the CUF requirements under GC section 14837(d) (4)(A) (i-v) (for SB) and Military and Veterans Code section 999(b)(5)(B)(i)(I-V) (for DVBE). **Attachment 12, Commercially Useful Function Documentation** must be completed and included in the response packet. (If the Proposer is not a certified SB/DVBE and is not subcontracting with an SB/DVBE, please place "N/A" on the Subcontractor Name line of the document

and submit as part of the Proposals). **PROPOSALS WILL NOT BE ACCEPTED IF THIS REQUIRED FORM IS NOT INCLUDED WITH THE PROPOSALS SUBMISSION.**

4. Target Area Contract Preference Act (TACPA)

The TACPA program was established in 1983 to stimulate economic growth and employment opportunities in designated distressed areas throughout the state of California. The Procurement Division (PD), Dispute Resolution Unit (DRU) within the

Department of General Services (DGS) oversees the TACPA preference program and evaluates all TACPA Proposals.

Worksite:

To qualify for a TACPA preference, the firm must be located directly in a California eligible distressed area(s), located directly adjoining/adjacent, or contiguous to a valid TACPA Census Tract & Block Group boundary (GC 4532). In evaluating Proposals for contracts for services, the state shall award 5% preference submitted by California-based companies who demonstrate and certify under penalty of perjury that not less than 90% of the total labor hours requires to perform the contract shall be accomplished at an identified worksite(s) located in, adjacent, or contiguous to a distressed area (GC 4534).

Workforce:

Bidders may also apply for an additional workforce preference of 1% to 4% if the bidder certifies under penalty of perjury to hire persons with high risk of unemployment equal to 5% to 20% of its workforce during the period of the contract performance (GC 4533.1).

Compliance and Enforcement:

The DGS-PD-DRU monitors compliance of all contracts awarded based on the approval of TACPA worksite(s) and workforce preference. Bidders that have requested and have been given preference shall submit monthly performance reports demonstrating compliance with worksite(s) and workforce requirements (if requested). Bidders who fail to comply may be assessed a penalty fee or may be ineligible to directly or indirectly transact with the state for a period up to 36 months (GC 4535.1). See **Attachment 19, TACPA Monthly Performance Report of Labor Hours (GSPD 12-002)** or by clicking [GSPD 12-002](#).

Related Web Links:

- California Government Code, Title I, Division 5, Chapter 10.5, Section 4530 et seq., ([CHAPTER 10.5. Target Area Contract Preference Act \[4530 - 4535.3\]](#))
- The Department of General Services (DGS), Procurement Division (PD), Dispute Resolution Unit's (DRU), ([TACPA Program](#))

- TACPA Location finder, ([TACPA Map](#))

TACPA preference, if applicable (GC § 4530, et seq. and 2 CCR § 1896.30):

Each IFB or RFP for goods or services, in which the cost is estimated to be in excess of \$100,000, except when the work site is fixed by the terms of the contract, should contain a provision applying work site and hiring preferences, as applicable, to eligible California-based firms. Bidders and proposers may apply for such preferences by means of a Target Area Contract Preference Request - STD 830S (for services) or STD 830G (for goods) (2 CCR § 1896 et seq., see also SCM 1, chapter 8). Contact DGS/Dispute Resolution/Preference Program Section for information on TACPA at (916) 375-4604 or (916) 375-4600.

For more information, see **Attachment 11, TACPA Preference Request (STD 830)** form or by clicking [STD 830](#). See also **Attachment 17, TACPA Bidder's Summary for Goods or Services (DGS/PD 526)** or by clicking [DGS/PD 526](#), as well as **Attachment 18, TACPA Manufacturer's Summary of Goods (DGS/PD 525)** or by clicking [DGS/PD 525](#). To receive the preference, the bidder must complete the necessary forms and certify to perform the contract work as specified. This commitment must be enforced through conditions contained in the contract (GC § 4535). DGS's Procurement Division's Dispute Resolution Unit (DGS-PD-DRU) will review these preference forms to determine if preference will be applied, which can take an average of five (5) business days. For more information see the following link: <https://tacpa.dgs.ca.gov/Home/About>.

5. Preference and Incentive Scoring

Proposer must fill out and submit Attachment 8, Bidder Declaration. If the primary contractor or any of the subcontractors are a Micro Business (MB), Small Business (SB), or Disabled Veteran Business Enterprise (DVBE) who is certified with the Department of General Services – then a copy of the certification(s) must be submitted in the Proposals. Bidders who fail to provide proof of certification may not qualify for preference and/or incentive points.

DVBE Incentive Points are factored by multiplying a Proposer's DVBE participation commitment percentage (%) by the total possible points that could be awarded (see *Table 5: Preference and Incentive Score Sample* below). This amount is then added to the Proposer's total points. In the *Table 5* sample below, Proposer B received a 60- point incentive (5% commitment x 1,200 total points available), which was added to its total points resulting in its Proposals ranking as first in line for award. Proposer C's 2% commitment resulted in its receiving 24 incentive points, and making its Proposals rank as second in line for award.

The SB preference is calculated by multiplying 5% of the highest scoring Non-Small Business (NSB) Proposer, and adding those points to SB Proposers and NSBs subcontracting 25% or more to a SB. In the *Table 5* sample below, the calculation is based on Proposer B's 1,155 points x .05 resulting in 57.75 additional points added to the certified SBs (A and C).

Table 5: Preference and Incentive Score Example

This serves as an example only, for the RFP Secondary High Score Method. The points below are not specific to this RFP and are being used as an example only. Actual points for this RFP can be found in *Section: Proposals Narrative Instructions & Selection Process*

Available points example using sliding scale:

Category of Points	Possible Points
Technical	840
Cost	360
TOTAL	1200

Possible maximum 60 points DVBE incentive calculated as follows:

Confirmed DVBE Participation	Possible Points
1% to 1.99% inclusive	1% x 1200 = 12
2% to 2.99% inclusive	2% x 1200 = 24
3% to 3.99% inclusive	3% x 1200 = 36
4% to 4.99% inclusive	4% x 1200 = 48
5% or higher	5% x 1200 = 60

High score method example results:

Proposer	A	B	C
Responsive/ Responsible	Yes	Yes	Yes
Total Points	1050	1155	1125
Eligible Preference	SB	None	SB
SB Preference Points	57.75	0	57.75
Applied Subtotal	1107.75	1155	1182.75
Ranking	3	2	1

Proposer	A	B	C
Confirmed DVBE Participation	No (0%)	Yes (5%)	Yes (2%)
Incentive Points Applied	None	60	24
Adjusted Points	1107.75	1215	1206.75
Final Ranking	3	1	2

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PROJECT REPRESENTATIVES

Project Contacts:

State Agency: California Volunteers	Contractor:
Name: Jacqueline Yannacci, Chief Program Officer	Name:
Address: 1400 10 th Street, 2 nd Floor, Sacramento, CA 95814	Address:
Phone: 916.323.7646	Phone:
Email: Jacqueline.Yannacci@californiavolunteers.ca.gov	Email:

Direct all Contracting inquiries to:

State Agency: California Volunteers	Contractor:
Section/Unit: Finance & Admin	Section/Unit:
Attention: Paul Wong	Attention:
Address: 1400 10th Street, 2 ND Floor, Sacramento, CA 95814	Address:
Phone: 916.323.7646	Phone:
Email: Paul.wong@californiavolunteers.ca.gov	Email:
Fax: 916.558.3185	Fax:

Direct all Financial Inquiries to:

State Agency: California Volunteers	Contractor:
Section/Unit: Finance & Admin	Section/Unit:
Attention: Kaitlin Meyer	Attention:
Address: 1400 10th Street, 2 ND Floor, Sacramento, CA 95814	Address:
Phone: 916.323.7646	Phone:
Email: Kaitlin.Meyer@californiavolunteers.ca.gov	Email:
Fax: 916.558.3185	Fax:

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ATTACHMENTS

The following list of attachments are included with this RFP as separate documents. See attachment files in the solicitation.

1. PROPOSALS CHECKLIST
2. PROPOSER REFERENCES FORM
3. PAYEE DATA RECORD FORM (STD 204)
4. CONTRACTOR CERTIFICATION CLAUSES (CCC 04/2017)
5. CALIFORNIA CIVIL RIGHTS LAW CERTIFICATION
6. DARFUR CONTRACTING ACT CERTIFICATION
7. IRAN CONTRACTING ACT CERTIFICATION
8. BIDDER DECLARATION FORM (GSPD-05-105)
9. CA DVBE BID INCENTIVE INSTRUCTIONS
10. DVBE DECLARATION (STD 843)
11. TACPA PREFERENCE REQUEST (STD830)
12. COMMERCIALLY USEFUL FUNCTION DOCUMENTATION
13. CONTRACTOR COST SHEET
14. VOLUNTARY STATISTICAL DATA SHEET
15. DRAFT STANDARD AGREEMENT (STD 213)
16. SCOPE OF WORK TEMPLATE
17. TACPA BIDDER'S SUMMARY FOR GOODS OR SERVICES (DGS/PD 526)
18. TACPA MANUFACTURER'S SUMMARY OF GOODS (DGS/PD 525)
19. TACPA MONTHLY PERFORMANCE REPORT OF LABOR HOURS (GSPD 12-002)

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